

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 22nd day of June 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman  
Commissioner Wright H. Ellis, Vice-Chairman  
Commissioner Steve Broderick  
Commissioner Mark C. Crocker  
Commissioner Joel M. Maerten  
Commissioner Lee Wallace

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
Anthony J. Nemi, Liaison, Niagara County Legislature  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the minutes of the May 25, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	21.30
Dig Safely	Digging Notifications	53.00
Frontier	Mapleton Rd PS	57.57
National Fuel	Plant	741.01
National Fuel	Shawnee Road PS	51.52
National Fuel	Townline Road PS	86.19
National Grid	East Canal PS	763.42
National Grid	Mapleton Rd	135.52
National Grid	Moyer Lift	59.62

National Grid	Plant	8,862.55
National Grid	Shawnee Road PS	159.10
National Grid	Tonawanda Creek Rd PS	253.45
National Grid	Townline Road	374.40
National Grid	2044 Niagara Falls Blvd (meter)	21.62
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSEG	Rapids Rd PS	36.74
Time Warner	Internet	757.59
Town of Wheatfield Water	Plant	1,392.05
Verizon	East Canal	25.16
Verizon	Moyer Lift PS	25.16
Verizon	Plant	134.97
Verizon	Rapids Rd PS	25.13
Verizon	Shawnee Road PS	24.84
Verizon	Tonawanda Creek Rd PS	29.53
Verizon Wireless	Cellular Phones	46.12
WNY Occupational Medicine	Physical & Drug Testing	388.00

**TOTAL**

**\$ 14,546.58**

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	567.00
AmeriPride	Carpet Floor Protection	89.50
Augies	NYS Inspection/2013 Ford F350	26.00
Blodgett, Thomas	Travel Mileage	36.18
Buffalo Road Marking, Inc.	Sealing of the asphalt at the treatment plant & 7 pump stations	11,500.00
Chudy Paper Co.	Towels/Toilet Tissue	334.99
Creekside Sales & Service	Power Washer	999.00
Drake Lawn & Garden	Lawn Maintenance Supplies	56.99
EMD Millipore	Membrane Filters	550.51
Endress & Hauser (c/o F.W. Webb Co)	Electromagnetic Flow Meter	4,146.94
Evoqua	Lab Grade Water	473.17
Fisher Scientific	Laboratory Supplies	1,285.38
GHD	May Monthly Retainer	750.00
GHD	2016 O&M Projects (Project #11119361)	6,750.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	1,785.00
GHD	Flow Study Implementation (Project #631132)	2,735.00
GHD	Wet Weather Operating Plan (Project #631132)	935.00
GHD	NCSD 2015 District I&I Project #631143	6,170.00
Greater Niagara Newspapers	Ad for 2016 O&M Projects/Ferrous Chloride Solution	400.80

	Bid	
Gui's Lumber	Maintenance Supplies	213.43
JP Industrial Supply	Maintenance Supplies	765.34
Kaman Industrial Technologies	Asco Red Hat Solenoid Valves	1,026.02
Lock City Supplies	Maintenance Supplies	4,456.30
M&T Trust Company	Administrative Fees for Bond Payment/2012E	2,762.00
Masterman's	Laboratory Supplies	540.48
Microbiologics	Laboratory Supplies	869.56
Modern Corporation	Dumpsters	440.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Napa Auto Parts	Motor Oil	119.76
Praxair	Maintenance Supplies	105.75
PVS Technologies	Ferrous Chloride	5,837.05
Republic Services	Sludge Disposal	21,365.92
Rexel	Sensor/Switches	96.18
Sampson Cleaning Services	May 28, June 5, 12, 18	280.00
Sharp Printing	Placards for Chemical Bulk Storage tanks at pump stations	180.00
Staples	Office Supplies	91.48
Uline	D.O.T. Placard - Right to Know, Adhesive Vinyl	48.12
Vona, P. Andrew	Monthly Retainer-May 2016	2,500.00
WW Grainger	Valve Rebuild Kit, Maintenance Supplies, Cordless Reciprocating Saw, batteries, ink cartridges	1,292.95
Wendt's Propane & Oil Service	Propane	181.82
ZEP Sales & Service	Sunscreen	149.50

**TOTAL**

**\$ 83,073.39**

**TOTAL FORWARDED**

**\$ 14,546.58**

**TOTAL APPROVED O&M**

**83,073.39**

**GRAND TOTAL APPROVED**

**\$ 97,619.97**

This motion was carried.

Review of the May 2016 Financial Report showed an Operation and Maintenance balance of \$9,299,609.55

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Sewer District's May 2016 Financial Report be approved as presented. This motion was carried.

**Communications:**

a. Niacet Corporation - Mr. Blodgett reported that there has been recent communications with Niacet Corporation regarding the guidelines and reporting requirements under their new permit, including the importance of notifying the District when a change in the number of the loads being delivered to the District. The deliveries of the phenol wastewater were becoming inconsistent which directly impacts the District's treatment plant processes. The lack of deliveries (or excess deliveries) for an extended period of time needs to be coordinated and planned in order to keep proper food to mass (F/M) ratios within the plant processes, which can have a direct impact on maintaining compliance with NYSDEC SPDES permit requirements. There was also a question regarding Niacet's required reporting under their new permit, which Mr. Blodgett stated he discussed and clarified with Niacet.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. NYSDEC Chemical and Petroleum Bulk Storage Inspections - Mr. Timkey reported that the NYSDEC's recent inspections at some of the District's pump stations resulted in violation notices for paperwork, labeling, high level alarms, and daily inspections. Mr. Timkey stated that he is currently working with the NYSDEC to remedy these issues.

**Administrative Directors Report:**

a. Union Negotiations Update - Mr. Blodgett reported that a union negotiation meeting was held with County and Teamsters representatives on June 9, 2016, and that another negotiation meeting is tentatively scheduled for July 12, 2016. Mr. Blodgett indicated he would update the Board as negotiations continue.

b. Operator Position - Mr. Blodgett requested Board authorization to hire Elizabeth Lesold to fill the vacant Wastewater Operator Trainee position.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the hiring of Elizabeth Lesold to fill the Wastewater Operator Trainee position. This motion was carried.

Mr. Blodgett and Mr. Timkey discussed the limited number of eligible candidates on the current County Operator Trainee list, especially when compared to the general Municipal Operator Trainee list, and the benefits to align the County requirements with the general Municipal requirements. Mr. Blodgett and Mr. Timkey requested Board authorization to change the educational requirement for the Wastewater Operator Trainee position from an Associates of Science Degree to a High School Diploma or GED equivalent in order to receive more applicants on the eligible trainee list and align the requirements with the general Municipal Operator Trainee list.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett's request to lower the educational requirement from an Associates of Science Degree to a High School Diploma or GED equivalent in order to receive more applicants on the eligible trainee list. This motion was carried with Commissioner Wright H. Ellis and Mark C. Crocker casting a negative vote.

Given the limited number of eligible candidates remaining on the current County Operator Trainee list, the number of potential operators nearing retirement, and the change in education requirement, Mr. Blodgett requested Board approval to call for a new Wastewater Treatment Operator Trainee civil service test.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to work with civil service to call for a new Wastewater Treatment Operator civil service test. This motion was carried.

c. Truck - Auction's International - Mr. Blodgett reported that the 2009 Ford F-150 Truck was posted for bids through Auction International's per the Board's direction. The bid ended at \$500 less than what the Board approved for the initial reserve for the sale of the truck, which was set at \$10,000. Mr.

Blodgett explained he felt that the bid was in line with market value for the age, style and condition of the vehicle. Mr. Blodgett requested Board approval for the sale of the 2009 Ford F-150 Truck through Auction's International to the highest bidder at \$9,500.00.

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to sell the 2009 Ford F-150 Truck to the Auction's International highest bidder at \$9,500.00. This motion was carried.

d. Ceres - Wastewater Services Agreement - Mr. Blodgett reported that he had finally received a response from Ceres Crystal Industries, Inc. regarding the execution of their new agreement. Mr. Blodgett stated that the District's past contact was no longer with the company and that our new contact has executed and notarized the new Wastewater Services Agreement. Mr. Blodgett requested Board authorization for the Ceres Crystal Industries, Inc. agreement to be signed and executed by NCSD #1 Chairman of the Board, Robert B. Cliffe on the District's behalf.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the Ceres Crystal Industries, Inc. agreement to be signed and executed by NCSD#1 Chairman of the Board, Robert B. Cliffe on the District's behalf. This motion was carried.

e. Ferrous Chloride Solution Bid - Mr. Blodgett reported that he had reviewed the two bids that were received for Ferrous Chloride Solution on June 17, 2016. Kemira Water Solutions, Inc. submitted a bid in the amount of \$0.296/ lb. and \$150/stop as second drop-off point. The second bidder, PVS Chemicals, our current supplier, submitted a higher per pound price with a lower drop off rate, but at an overall cost increase to the District. Mr. Blodgett stated that as Kemira Water Solutions, Inc. was the lowest bidder and also had been a long time supplier of Ferrous Chloride to the District in the past, he requested Board authorization to award said contract to Kemira Water Solutions, Inc. for Ferrous

Chloride Solution (Bid #NCSD16-01) in the amount of \$0.296/lb. and \$150 as second drop-off point (contract period July 1, 2016 to June 30, 2017).

Upon motion duly made Steve Broderick and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the low bid of Kemira Water Solutions, Inc. for Ferrous Chloride Solution (Bid #NCSD16-01) in the amount of \$0.296/ lb. and \$150/stop as second drop-off point (contract period July 1, 2016 to June 30, 2017). This motion was carried.

**Engineering Report:**

1. General Retainer (GHD Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None
2. Flow Study Implementation Project (GHD Project No. 631132)
  - Final report submitted to DEC on May 26<sup>th</sup>.
  - BOARD ACTION REQUESTED – None
3. Wet Weather Operating Plan (GHD Project No. 631132)
  - Final report submitted to DEC on May 26<sup>th</sup>.
  - BOARD ACTION REQUESTED – None
4. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
  - Project underway.
  - BOARD ACTION REQUESTED – None
5. 2016 O&M Projects (GHD Project No. 11119362)
  - Bids received on June 16<sup>th</sup>.
  - BOARD ACTION REQUESTED – Recommend Award of Contracts

Mr. Lannon reviewed the bids received for the 2016 Operation and Maintenance project received on June 16, 2016 with the Board. The Board discussed the project in detail with District staff and the engineer. Mr. Blodgett expressed the importance of getting these O&M projects done this year. Given

that the general contract only received one bidder and the cost was well over the initial engineering estimates, the Board and District staff requested changes to project bid and decided to reject all the bids received and rebid the entire project in July 2016.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby rejects both Contract No. 1 - General and Contract No. 2 - Electrical bids of GHD's 2016 Operation and Maintenance Project and rebid the project in July 2016 with changes to the Contract Documents as directed by District staff and the Engineer. This motion was carried.

6. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
  - Kick-off meeting held on June 20<sup>th</sup>. Model database being built. Project underway.
  - BOARD ACTION REQUESTED – None
7. 2016 District I&I Project (GHD Project No. 631143)
  - Project advertised the week of June 20.
  - BOARD ACTION REQUESTED – None

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten the meeting adjourned at 4:55 p.m.